



AMERICAN EMBASSY



Public Relations Assistant (Female/Male)

We are seeking a qualified and experienced candidate to serve in the Embassy Public Affairs Office who will actively work in all press and the office activities with local and international media, including a focus on human rights and media freedom.

Do you have experience working in or with local newspapers, TV and radio, and social media? Have you developed marketing and public relations plans and events? Are you fluent in English? (this will be tested) Can you write correctly and persuasively in English? (this will be tested) Are you familiar with photography, Photoshop, and video editing software? If you answer 'yes' to all these questions, **please send us your detailed CV along with the below cover page containing answers to the following questions:**

1. Position Title, 2. First, Middle, & Last Names as well as any other names used, 3. Current Address; Day, Evening, and Cell phone numbers, 4. E-mail address, 5. National Identity Card Number, 6. List any relatives or members of your household that work for the U.S. Government (Name, Relationship, Position, and Location), 7. Are you between ages 18-60? (Y/N), 8. Have you completed two years post-secondary undergraduate studies in Social Sciences/ Communications/ Journalism/ Public Relations / Marketing)? (Y/N, if 'Y', Results and Year of Examination), 9. Do you have one year experience in Journalism/ Public Relations / Advertising / Marketing / or other work which the responsibility is communicating to external audiences, which encircles professional photography experience as well as some experience and basic knowledge of video technology? (Y/N-If 'Y', state employer, position title, years/months of employment in each position & summary of duties), 10. Your current monthly take-home salary.

Applications without the cover page MAY NOT be considered for this position.

If your answer is 'NO' to questions 7, 8, and 9, your application will not be considered.

Your take home monthly package will be Rs.106,897/-

Your application should reach us **on or before September 24, 2015**, by post at P.O. Box 106, Colombo, or by e-mail at Colombohr@state.gov. Please state "Public Relations Assistant" on the top left-hand corner of the envelope or in the subject line of your e-mail. Please note, only shortlisted candidates will be contacted.

The U.S. Embassy is an Equal Opportunity Employer. Visit <http://srilanka.usembassy.gov/>